

Real Estate & Business Brokers

Your Award Winning Insurer



1. After full enquiry has any claim been made against the proposer's business or any principal, partner, director or employee whilst in this or any other business?

No Yes ► If yes, please provide details (please attach a separate piece of paper if necessary):

Date matter notified	Insurer	Claimant (or potential claimant)	Brief description	Amount paid including legal costs	Estimate of liability if not paid	Finalised or open

2. After full enquiry is the proposer aware of any circumstances or incident which has or could result in any claim being made against the proposer's business, or any principal, partner, director or employee whilst in this or any other business?

No Yes ► If yes, please provide details:

3. After full enquiry, has any principal, partner, director of employee been subject to any disciplinary proceedings or actions for misconduct in a professional respect whilst in this or any other business?

No Yes ► If yes, please provide details:

4. Please provide the proposer's fees/income in each of the financial years derived from clients based in:

	Last Financial Year	Current Financial Year	Coming Financial Year
Financial Year Ending			
Australia			
Elsewhere			
Total			

5. If fees/income are/is declared as derived from clients based "Elsewhere" please provide details including territories involved and income derived.

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6. Please allocate below, **as a percentage of a total of 100%**, the split in fees/income between activities for the last complete financial year:

	Australia	Overseas	Total
Residential Sales (existing)			
Residential Sales (off the plan)			
Commercial Sales (existing)			
Commercial Sales (off the plan)			
Residential Property Management			
Commercial Property Management (Not Shopping Centres)			
Shopping Centres Property Management			
Business Broking			
Mortgage Broking			
Mortgage Originator (i.e. delegated authority from a lending Institution)			
Valuations			
Auctioneering			
Insurance			
Other (specify)			
			100%

7. If you have indicated you undertake Business Broking Activities, please answer the following additional questions:

a) What types of businesses do you handle?

b) What is the maximum value any one business sold over previous 5 years?


c) How many businesses have you sold in the last 12 months?

d) What was the average sale price for businesses sold in the past 12 months?

e) Do you always advise the purchaser to seek independent legal and financial advice?

No Yes

8. a) Does the Insured provide Property Management and/or Strata Title Management services?

No Yes  If yes, answer 8.b) – 8.d) below:

b) Does the Insured use the standard Property Management and/or Strata Title Management agreements as recommended by the Real Estate Institutes?

No Yes


c) Does the Insured maintain a Complaints/Repairs Register to record all reports it receives about problems with the properties the Insured is managing?

No Yes

d) Prior to leasing a property (or renewing a property lease), does the Insured complete a property inspection report and insist the landlord fixes all potential issues raised in the report prior to the tenant moving in (or the lease being re-signed)?

No Yes

9. Does the proposer always obtain satisfactory written references when engaging employees?

Yes No  If no, please provide details as to why:

10. If any partner, principal, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances?

Individual	Cheque Limit	Circumstance

11. Are employees who receive cash/cheques in the course of their duties required to pay in daily?

Yes No

If no, please provide details of the procedures implemented:

DECLARATION

I declare that I am authorised to complete this Addendum on behalf of the Company and that to the best of my knowledge and belief the statements and particulars in this Addendum are true and correct and no material facts have been omitted or misrepresented. I undertake to inform Berkley Insurance Australia (BIA) of any change to any material fact which occurs before any insurance based on this Addendum is entered into.

By completing and signing this Addendum you acknowledge, accept and agree that in underwriting and issuing a policy BIA does and will rely on all disclosures, proposals, declarations and representations made by you to BIA.

____ / ____ / 20____

Date

Name of authorised individual/partner/principal/director

Signature of authorised individual/partner/principal/director

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